



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:

	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: India
Purpose of Travel: Tourist
Nationality: Canada
Provided: Tuesday, March 06, 2012

The following is required for CIBT to process your request:

1. ATTENTION: ***** New Visa Processing Procedure

*** Important Information regarding new India online visa application process ***

- 1) All Canadians and foreign nationals need a visa to enter India.
- 2) Visas can only be issued on passports and NOT on Travel Documents.
- 3) All passports should be valid for a minimum period of 190 Days.
- 4) Visa application should be in the prescribed format (online application as indicated below) no paper applications will be accepted.
- 5) Every column of the application should be complete in all respects. Incomplete applications will not be accepted/processed. Any delay on this account will be the responsibility of the applicant.
- 6) Acceptance of visa application does not necessarily mean grant of visa. The High Commission/ Consulate General reserves the right to delay/refuse visa without assigning any reasons. Visas are issued subject to various checks and clearances. Persons, who earlier held Indian passports, while applying for visa must submit their Canadian passport with last Indian visa endorsement or their previous Indian passport (cancelled or otherwise) and Landing paper.
- 7) THE VALIDITY OF VISA STARTS FROM THE DATE OF ISSUE. Visas are processed on receipt of the application, irrespective of the date of travel. Applicants seeking short term visa up to six months are, therefore, advised to apply nearer the time of their travel so as to be able to complete their trip within the validity of the visa. Applicant may be required to appear for a personal interview at the High Commission/ Consulate General of India at his/her own expense.
- 8) No vaccination is necessary for those traveling to India from Canada. However, persons coming from or passing through Yellow Fever infected areas are required to be in possession of a valid certificate of vaccination against Yellow Fever before arriving in India. HIV test is required for persons aged 18 years to 70 years who stay in India for one year or more.
- 9) Long Term Visa holders desirous of staying for more than 180 days are required to register at their nearest Foreigners Regional Registration office or District Superintendents of Police in districts.

2. Passport / Passeport

Your signed passport (**valid for at least 190 days** and with at least two blank visa pages) is required

Votre passeport signé (**valide pendant au moins 190 jours**) et avec au moins deux (2) pages en blanc de visa est exigé

3. Application Forms / Formulaire de demande

All applicants that wish to apply for a visa to India can **ONLY** apply online.

Handwritten applications will not be accepted. Applicants are requested to verify all the details before printing the visa form.



Applicants can fill in the online application by clicking here to start the visa application process.

DO's

- Please ensure to note the **interim unique reference number** generated at the start (and seen on each page) of the online application form
- Please record/ note the **final reference number** that is generated upon completion of your application

- Provide an email address in your application so that information on your unique reference numbers can be sent
- Please submit a confirmed and detailed itinerary if applying for a double/triple entry visa. However, this does not guarantee the issuance of a visa and the decision would still remain subject to the discretion of the High Commission of India (Ottawa) and the Consulate General (Toronto and Vancouver).
- Applications **MUST** be signed by the applicant him/herself and not by any representative
- Before submitting your visa application, please check your passport(s) to ensure there is no valid visa for India
- **All fields on the Online Application Form must be completed in as much detail as possible. When entering address information, please ensure that you provide the Postal Code as well.**

4. Additional Required Application Forms:

1 (one) India declaration form completed in addition to application // 1 (une) forme de déclaration complétée en plus de l'application

1 (one) India visa checklist form completed in addition to Application // 1 (une) formulaire de liste complétée en plus de l'application

1 (one) CIBT authorization form completed in addition to application // 1 (une) forme autorisation CIBT complétée en plus de l'application

5. Proof of Residency / Preuve de résidence

You must include a copy of a recent utility bill if your passport was issued outside of British Columbia to prove residency in British Columbia.

6. Photographs / Photographies

**** Photographs MUST meet the specification below. NO EXCEPTIONS**

- Two (2) colour passport sized photos (2 inches x 2 inches i.e. 51mm x51mm) **NO EXCEPTIONS**
- Photos should have a plain white background.
- Applicants should paste photo onto visa confirmation page (Please do not staple)

7. *** Photocopies / photocopies

IMPORTANT:

- You **MUST** provide photocopies of all items that you submit to CIBT including a copy of your information page of your passport.
- **If you prefer that CIBT make photocopies for you, additional fees of \$10.00 will be applied to your order.**
- We recommend that you retain a copy of all items that you submit for your own records.

8. Consular Fees / Honoraires consulaires

**** Embassy of India is only issuing six (6) month Tourist Visas for Canadians at this time.**

Six month SINGLE entry: \$83.56

Note: India will not provide a double or multi entry tourist visa unless proof of entries is provided in the form of itinerary and/or hotel confirmations. A standard single entry visa will be issued in no proof provided.

(Note: Consulate fees for India now include a \$19.25 + tax processing fee imposed by The High Commission of India)

Entrée de six mois: \$83.56

(Note : Les honoraires de consulat pour l'Inde incluent maintenant des \$19.25 + des honoraires de traitement d'impôts imposés par la Haute Commission de l'Inde)

9. Special Notes:

The Indian Government has introduced a new policy which requires frequent tourism travelers to obtain a 'Re-Entry Permit.' This impacts travelers who intend to travel from Canada or other third country to India more than once within a two month period. However, **cruise or tour passengers** making multiple entries into India as part of their overall cruise/tour experience **do not** need to obtain the re-entry permit but should be in possession of the following documents which should be ready for presentation to Indian authorities:

1. Passport and Indian tourist visa.
2. Printed copy of departure air itinerary.
3. Printed copy of land or cruise itinerary.

Re-entry into India each time is at the discretion of the Indian Immigration officials

**** **NOTE:** India will no longer automatically issue MULTI Entry visas, if you require more than a single entry you must provide proof of # of entries required to India within a 6 month period

**** Please see below for passports NOT issued in British Columbia, Alberta, Saskatchewan, the Yukon Territory, or the Northwest Territories:

Applicants whose passport was not issued in British Columbia, Alberta, Saskatchewan, the Yukon Territory, or the Northwest Territories must include a utility bill and complete the form below.

Demandeurs qui passeport n'était pas délivré par un bureau de Passeport en Colombie Britannique, Alberta, Saskatchewan, le Territoire de Yukon, ou les Territoires du Nord-Ouest doit inclure une facture des comodités et remplir le form au-dessous.

10. MINIMUM PROCESSING TIME: 15 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 15 Business Day



DECLARATION

I.....hereby undertake that I shall utilize my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in Canada on the date of making this application and that all the information given by me here is true, accurate and complete.

I understand that my visa application is being handled through VF Services (Canada) Inc. (VFS), service providers in Canada appointed by High Commission of India, Ottawa. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application, including processing time, is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (Canada) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.ca>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in a accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.ca>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in Canada.

Important Note: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE _____

Signature of the Applicant _____



Document Checklist Visa

For all types of visas, please ensure that

1. Completed, printed and signed online visa form.
2. Declaration form printed and signed.
3. You have pasted one recent color photograph (Photo specifications differ and must be checked on our website)
4. You have attached your Current Valid passport with a minimum validity of 190 days and 2 blank/unstamped pages. In case of Canadian Passport, ensure that you have signed page three of the Passport.
5. **When the applicant is a minor (less than 18 years of age)**
 - a. Both the parents should complete / sign the minor consent form and provide photocopies of their passports.
 - b. Both parents should sign the visa application form.

Kindly attach following documents to your visa application

Tourist Visa 1. In order to apply for Tourist visa with double entry, kindly enclosed double entry form(Toronto jurisdiction only) 2. In the above scenario, it is mandatory to provide e-ticket or itinerary for double entry.	<input type="checkbox"/> <input type="checkbox"/>
Visitor Visa (For Previous Indian or Indian origins only) 1) Original + copy of Cancelled Indian passport for duration more than 1 to 5 years. 2) If applicant applying on bases of parent's Indian origins. Then, kindly provide additional documents: <ul style="list-style-type: none"> • Live Birth certificate (Long form) with both parents name and Original + copy of the parent Cancelled Indian passport is mandatory. 	<input type="checkbox"/> <input type="checkbox"/>
Transit Visa 1. Confirmed tickets for the journey via India to the other country.	<input type="checkbox"/>
Student Visa 1. A letter from a recognized educational institution in India confirming admission of the applicant & duration of course. (If admission is not confirmed, provisional admission letter may also be produced). 2. Evidence of financial arrangements made for maintenance in India.	<input type="checkbox"/> <input type="checkbox"/>
Journalist visa 1. For Journalist visa, a letter of accreditation from the media group in India. (For documentary filming in India, the media crew may seek prior approval before applying for Journalist visa). For requirements visit: www.mea.gov.in .	<input type="checkbox"/>
Research Visa 1. Originals letters from University or Institute in India and Canada stating the duration of the research, date and place(s).	<input type="checkbox"/>

2. Research topic letter must confirm the subject, main theme, procedure and process of the research (For research in India, the applicant may seek prior approval before applying for Research visa).	<input type="checkbox"/>
Conference Visa	<input type="checkbox"/>
1. Letter of invitation from the organizer of the Conference confirming the places, dates, subject.	<input type="checkbox"/>
2. Event clearance from the Ministry of Home Affairs.	<input type="checkbox"/>
3. Administrative approval from Nodal Ministry.	<input type="checkbox"/>
4. Political clearance from the MEA(Ministry of External Affairs)	<input type="checkbox"/>
5. Clearance from the concerned State Government.	<input type="checkbox"/>
Volunteer Visa	<input type="checkbox"/>
1. Letter of invitation from the organizer of the volunteering institutes confirming the Government registration number, places, dates, subject.	<input type="checkbox"/>
2. Approval, if any, obtained by the organizers from the Government of India for holding the registration of the organization arranging voluntary work.	<input type="checkbox"/>
3. Profile/Background information relating the NGO.	<input type="checkbox"/>
4. Evidence of financial arrangements made for maintenance in India.	<input type="checkbox"/>
Business Visa	<input type="checkbox"/>
1. A letter from the applicant's company /organization in Canada.	<input type="checkbox"/>
2. An invitation letter from India indicating the nature of applicant's business, duration of stay, the places and firms to be visited in India.	<input type="checkbox"/>
3. Business information sheet.	<input type="checkbox"/>
Employment Visa:	<input type="checkbox"/>
1. Copy of the Employment Contract.	<input type="checkbox"/>
2. Proof of registration/incorporation of the company with the Government of India.	<input type="checkbox"/>
3. Letter on employer's Letterhead indicating nature of job, salary structure and duration of contract.	<input type="checkbox"/>
4. For Teaching jobs, Letter of appointment from the school and no-objection from the Ministry of Human Resources and Development, New Delhi.	<input type="checkbox"/>
5. For Pilots, letter of clearance from Directorate General of Civil Aviation.	<input type="checkbox"/>
Transfer of Visa:	<input type="checkbox"/>
1. Both your old passport containing visa and your new passport.	<input type="checkbox"/>

Notes:

- Additional documents may be requested by the Visa Officer. Additional documents could be asked at the time of submission or during the process of the application.
- Submitting false documents may entail legal action.

Date:

VFS Official's signature: _____

Applicant's Signature: _____



*CIBT Canada, Inc.
Global Visa and Passport Professionals™*

**CIBT CANADA
VISA AUTHORIZATION LETTER**

Date: _____
Month/ Day / Year

Name: _____
Last, First Middle

Date of Birth: _____
Month/ Day / Year

Place of Birth: _____

I Authorize CIBT Canada Inc. to submit my visa application to The Embassy/Consulate and to accept delivery of the passport on my behalf.

I authorize the Embassy/Consulate to discuss any problems, which may arise with my visa/passport application with CIBT Canada.

I want the Embassy/Consulate to contact me directly should a problem arise with my application, which concerns matters other than the date on which the passport will be ready for pick-up.

Daytime phone number is: () _____

Signature: _____

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$82.00
Rush Fee:	\$52.00
Emergency Fee :	\$77.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 3.5% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

*All Consulate fees are paid by CIBT to Embassies, Consulates and Government Offices. Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$9.00 is applied for each money order purchased to your invoice. **Please DO NOT send Money Orders, CIBT is responsible for payment.***

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$42.00

6. HST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.